

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

August 14, 2025, 6:00 p.m.

**Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801**

Library Board Present: Crockett Bohannon (7/1); Ashley Cisneros Mejia (9/0 – City); Venessa Tomlin (7/0); Sharon Smoley (7/3)

Library Board Absent: Nicole Benjamin (9/3 – City)

Administration Present: Steve Powell; Bethany Stone; Kris Shoemaker; Yvonne Hartley; Danielle King; Lynette Schimpf; Leasha Tavernier; Erica Grant; Erin Sullivan; Sara Gonzalez; Milinda Neusaenger

- 25-104 I. Call to Order**
President Bohannon called the meeting to order at 6:04 p.m.
- 25-105 II. Public Comment Policy & Procedures**
- 25-106 III. Approval of Minutes: July 10, 2025 Library Board of Trustees Meeting**
Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to approve the minutes for the July 10, 2025 Library Board of Trustees Meeting.
Motion carried 4-0.
- 25-107 IV. Staff Presentation: Final FY 2025 – 2026 Budget Changes – Steve Powell**
Director Powell briefed the Board regarding changes to the final FY 2025 – 2026 Budget. He stated that the final budget will increase by \$554,400 and the total of ad valorem revenues will be \$78,8000,000.
- 25-108 V. Financial Statements and Summaries: July 2025 – Kris Shoemaker**
CFO Shoemaker reported to the Board that \$69,452,437, or 94.6% of the budget of ad valorem taxes have been received thus far. This is in line with year-to-date expectations. The library budgeted \$73,425,000 for Ad Valorem Taxes in FY 2024 – 2025, based on property tax values, a millage rate of 0.3748, and a 5% statutory deduction.
- 25-109 VI. Dashboard: July 2025 – Sara Gonzalez**
Chief of Lifelong Learning Gonzalez reported that the door count was flat (less than 1% or about 1,000 customers), card registrations were down 6%, but checkouts were up 1%. Digital usage continues to grow with a 17% increase in usage compared to July 2024. 349,592 items were checked out which, is an average of 11,653 items per day.

Attendance for events and classes has decreased by 12%. A key factor affecting the summer statistics this year is the change to the Orange County Public Schools' Summer BreakSpot program. Due to budget cuts at OCPS, the program's duration was reduced from one hour to 30 minutes at participating branches.

Offsite Contacts were highlighted this month. This includes Website Visits, which are down 4% from last year, as well as Questline Interactions, which are down 6% from last year. This is attributed to the increase received last year during

early voting, which drives both traffic to the site, and phone calls to Questline. Website Visits have also decreased as more and more customers are using the library app.

July marked the second month the library app was available. Throughout the month, there was an average 169 downloads per day. To date, 18,737 people have installed the app, 15,650 from Apple and 3,087 from Android.

CLL Gonzalez also shared a sweet moment witnessed by OPL Library Information Associate Chris Druhan: "Today while working in the Youth Services department, a young boy, around 9 years old, came up to receive his goodie bag for participating in the summer reading program. As he looked inside, he became emotional upon finding a box of crayons, sharing that it was something he needed for school. His father smiled and said, "I told you it would be worth it to read this summer!" The young boy then came over and gave me a big hug – grateful and excited for what he had received."

25-110

Strategic Plan: July 2025 – Sara Gonzalez

CLL Gonzalez shared a highlight that the library accomplished this month for the strategic plan which supported the goal of "Be Connected."

In July, Leu Gardens and OCLS celebrated 20 years of partnership with a special event and storytime, with a special appearance by Mayor Buddy Dyer and his family. Marketing and Public Relations worked with Mayor Buddy Dyer's office to coordinate media presence at the event, as well as video interviews with the mayor, Commissioner Robert Stuart and customers in attendance at the event. In support of this celebration, the Friends of the Library generously voted to fund the purchase of books that were given to each child who attended, ensuring they left with not only wonderful memories, but also a book of their own to keep.

25-111

VII. Action Items: Consent Agenda

Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to approve the items on the Consent Agenda. Motion carried 4-0.

25-112

Board Meeting Schedule FY 2025 – 2026

The Board approved the FY 2025 – 2026 Board Meeting Schedule.

25-113

Annual Plan of Service for FY 2025 – 2026: Lynette Schimpf

The Board approved the FY 2025 – 2026 Annual Plan of Service.

25-114

Branch Janitorial Services Contract: Kris Shoemaker

The Board authorized staff to execute the Branch Janitorial Services contract with 3H & 3H, Inc., with the initial term cost for Janitorial Service of \$2,383,155 and Day Porter Service cost of \$115,650 for a not-to-exceed amount of \$2,498,805.

25-115

Data Center Server Upgrade: Thomas Beaver

The Board authorized staff to execute a contract with CDW-G for \$348,939, and approved the project budget of \$373,365, which includes a \$24,426 contingency.

25-116

Goldenrod Commerce Lease Agreement: Danielle King

The Board authorized staff to execute a Lease Agreement with Golden Moss LLC., to provide a safe and secure storage unit for the bookmobile.

- 25-117 Horizon West Branch Furniture Purchase: Danielle King**
The Board authorized staff to execute a contract with Commercial Design Services for \$398,590, and approved the project budget of \$426,500, which includes a \$27,910 contingency.
- 25-118 South Trail Branch Carpet Replacement Project: Leasha Tavernier**
The Board authorized the Director/CEO to execute a contract with Carpet Service of Tampa for \$81,270.00 and a contract for PMI Corporation for \$26,250.00, and they approved the project of \$115,100.00, which includes a \$7,580.00 contingency.
- 25-119 Orange County Library District Fiscal Year 2025 – 2026 Millage and Budget Approval: Steve Powell**
The Board approved the FY 2025 – 2026 Operating, Capital Projects, Sinking and Permanent Fund budgets for the Library District, and they voted to recommend to the Governing Board that the Library District's millage rate be maintained at .3748 for FY 2025 – 2026.
- 25-120 VIII. Action Items: Non-Consent Agenda**
- 25-121 IX. Discussion and Possible Action Items**
- 25-122 X. Information**
- 25-123 Personnel Committee Update: Sharon Smoley**
Trustee Smoley reported that she and Director Powell met to review the quarterly progress of his goals, and she reported that he continues to exceed expectations. President Bohannon invited the Board to attend Director Powell's annual evaluation, which is scheduled for September 29.
- 25-124 Director's Report**
The annual Romance, Wine, and Chocolate event has seen record-setting interest this year. Tickets went on sale August 1 and sold out within minutes. This year's event, taking place September 26 at the Chickasaw Branch, will feature Abby Jimenez, a widely celebrated romance author. The rapid ticket sellout reflects both the strength of the program and the library's growing reputation for delivering high-quality author events.
- The Friends of the Library July Book Sale was another major highlight. The weekend sale generated \$5,657, the second-highest total in the past five years, and only the third time during that period that sales have exceeded \$5,000, and foot traffic was strong, with 1,742 people attending. Retail Operations Specialist & Volunteer Coordinator, Brett Van Wagner uses strategic scheduling, and this sale coincided with the End of Summer Celebration at the Orlando Public Library.
- To measure the progress under the Be Welcoming and Be Connected pillars of the Strategic Plan, the Library partnered with Mindspot Research to evaluate community awareness and impact. In July, they reported that in the last quarter, OCLS continues to maintain strong satisfaction and community connection. Notably, approval ratings among survey respondents aged 18-24 jumped from 74 percent to 90 percent. This demographic was a focus area in the past quarter, with ads and messaging placed on Twitch and an increased focus on teen and young adult programming. Mindspot also suggests room to grow among non-

users and lapsed users. In response, the Marketing team is launching a new email campaign to reconnect with inactive and occasional users, in addition to a targeted direct-mail initiative focused on ZIP codes with below-average cardholder rates.

Director Powell shared a highlight [video](#) celebrating the Library's 20-year partnership with Leu Gardens.

25-125

Public Comment: Non-Agenda Items

XI. Adjournment

Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:35 p.m.

Next Meeting Dates:

September 11, 2025: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801

October 9, 2025: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801

Section 286.0105, Florida Statutes, states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

La Sección 286.0105 de los Estatutos de la Florida establece que si una persona decide apelar cualquier decisión tomada por una junta, agencia o comisión con respecto a cualquier asunto considerado en una reunión o audiencia, necesitará un registro de los procedimientos y que, para tal fin, es posible que deba asegurarse de que se haga un registro literal de los procedimientos. cuyo expediente incluye los testimonios y las pruebas en que se basará la apelación.

Seksyon 286.0105, Lwa Florida, deklare ke si yon moun deside fè apèl kont nenpòt desizyon ki te pran pa yon tablo, ajans, oswa komisyon ki gen rapò ak nenpòt pwoblèm konsidere nan yon reyinyon oswa yon odyans, li pral bezwen yon dosye sou pwosedi yo, e ke, pou rezon sa yo, li ka bezwen asire ke yon dosye vèbal nan pwosedi yo fèt, ki dosye gen ladan temwayaj ak prèv ki montre apèl la dwe baze.

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Si tiene problemas de audición o del habla, puede comunicarse con los números de teléfono anteriores marcando 711.

Orange County pa fè diskriminasyon sou baz ras, koulè, orijin nasyonal, sèks, laj, relijyon, andikap oswa sitiyaasyon fanmi. Moun ki gen kesyon oswa enkyetid konsènan non diskriminasyon, moun ki bezwen asistans espesyal dapre Lwa Ameriken andikape yo (ADA), ak moun ki bezwen asistans nan lang (gratis) ta dwe kontakte Kowòdonatè Tit VI/Nondiscrimination nan access@ocfl.net oswa lè yo rele 3-1-1 (407-836-3111). Si w gen pwoblèm pou tande oswa pou w pale, ou ka kontakte nimewo telefòn ki anwo yo lè w konpoze 711.